

THE VBOF 2008

PLEASE KEEP A COPY FOR YOUR RECORDS • PLEASE TYPE OR PRINT CLEARLY

Company/Organization

Contact Name Title

Address

City State Zip

Telephone Fax E-Mail

CONFERENCE REGISTRATION FEES (non-package fees are per person)

Participant Levels	Early Registration (Postmarked By 3-31-08)	Late Registration (Postmarked After 4-1-08)	Quantity	Total Cost
Full Conference Registration (exhibit booth NOT included)				
VMSDC Certified MBEs and Affiliate Councils	\$325	\$375	_____	_____
VMSDC Member Corporation	\$350	\$400	_____	_____
Other (includes non-member corporation/MBEs, government agency)	\$375	\$425	_____	_____
Exhibit Registration (Includes one full conference registration)				
VMSDC Certified MBEs	\$400	\$450	_____	_____
VMSDC Member Corporation	\$625	\$675	_____	_____
MBEs Certified by an NMSDC affiliate council (i.e. MD/DC, Carolinas)	\$425	\$475	_____	_____
Government Agency	\$425	\$475	_____	_____
Individual Admissions				
Sunday Diversity Golf Tournament	\$225	\$250	_____	_____
Monday Industry Tradeshow (includes lunch)	\$75	\$85	_____	_____
Monday Industry Tradeshow (walk-through only)	\$35	\$35	_____	_____
Monday Industry Tradeshow (buffet lunch only)	\$50	\$50	_____	_____
Monday Industry Tradeshow Lunch (booth worker)	\$30	\$30	_____	_____
Monday MBEIC Reception	\$100	\$125	_____	_____
Tuesday Workshops (includes plenary & MBEIC statewide)	\$25	\$25	_____	_____
Tuesday Match-Maker Luncheon	\$75	\$85	_____	_____
Tuesday Banquet	\$150	\$175	_____	_____
Tuesday Banquet Table (10 seats)	\$1350	\$1350	_____	_____
Total Amount Due:				_____

METHOD OF PAYMENT

☐ Check (Company Check Only) ☐ Money Order ☐ Pre-Paid Annual Sponsor ☐ American Express ☐ MasterCard
☐ Visa ☐ Discover Card ☐ Invoice (only available for VMSDC MEMBER CORPORATIONS & VMSDC CERTIFIED MBEs)

Credit Card Number Expiration Date

Cardholder's Name (Print) Authorized Signature

Participant information must be submitted by April 11, 2008. Pre-printed name badges can not be guaranteed for names submitted after this date and may result in guests waiting at registration for verification and on-site name badges. All information below must be completed for each registered participant.
NAME AND CHECK ALL THAT APPLY.

Sunday Golf	Monday Tradeshow (Includes Lunch)	Monday Tradeshow (walk-through only)	Monday Tradeshow (lunch only)	Monday Tradeshow (booth worker-lunch only)	Monday MBEIC Reception	Tuesday Workshops	Tuesday Luncheon	Tuesday Banquet

Return completed form with payment to: VBOF 2008 c/o Virginia Minority Supplier Development Council 9210 Arboretum Parkway, Suite 150, Richmond, VA 23236. **Registrations received after April 11, 2008 will be processed on-site.** **Cancellations for a full refund must be in writing and received by April 11, 2008.** There is a \$25.00 fee for replacement name badges. There is no replacement for lost tickets (No Exceptions)!



ALL ABOARD!

"In America today, supplier development is no longer a choice, it is a business imperative and if you are in business or seeking to do business, you must attend this conference."

– Tracey G. Jeter, President
Virginia Minority Supplier Development Council

FOR THE FIRST TIME, HAMPTON ROADS WILL PLAY HOST TO THE VIRGINIA BUSINESS OPPORTUNITY FAIR (VBOF) AT THE HAMPTON ROADS CONVENTION CENTER, HAMPTON, VIRGINIA WWW.THEHRCC.COM

The fair, which is the largest minority business conference on the East Coast, links large government contractors and corporations with minority-owned businesses to assist with procurement activities.

Opportunity-packed trade show: With new corporate members eager to do business with leading entrepreneurial companies in Virginia and across our network. Six targeted industries will be the centerpiece for the conference this year and we will host nearly 200 exhibitors. Come prepared to showcase your new product or service!

When work looks like play. The Virginia Business Opportunity Fair Golf Tournament always brings out the competitive spirit in our members as well as helps businesses connect directly with potential clients and suppliers. The event, which typically sells out, matches our certified minority suppliers with related corporate members outside of the office and on the golf course. The 2008 tournament will take place at the Golden Horseshoe Golf Club, Colonial Williamsburg, www.goldenhorseshoegolf.com. Opened in 1963 and the work of Robert Trent Jones Sr., who called it his "finest design," this is one of the best examples of traditional golf course architecture in the world.

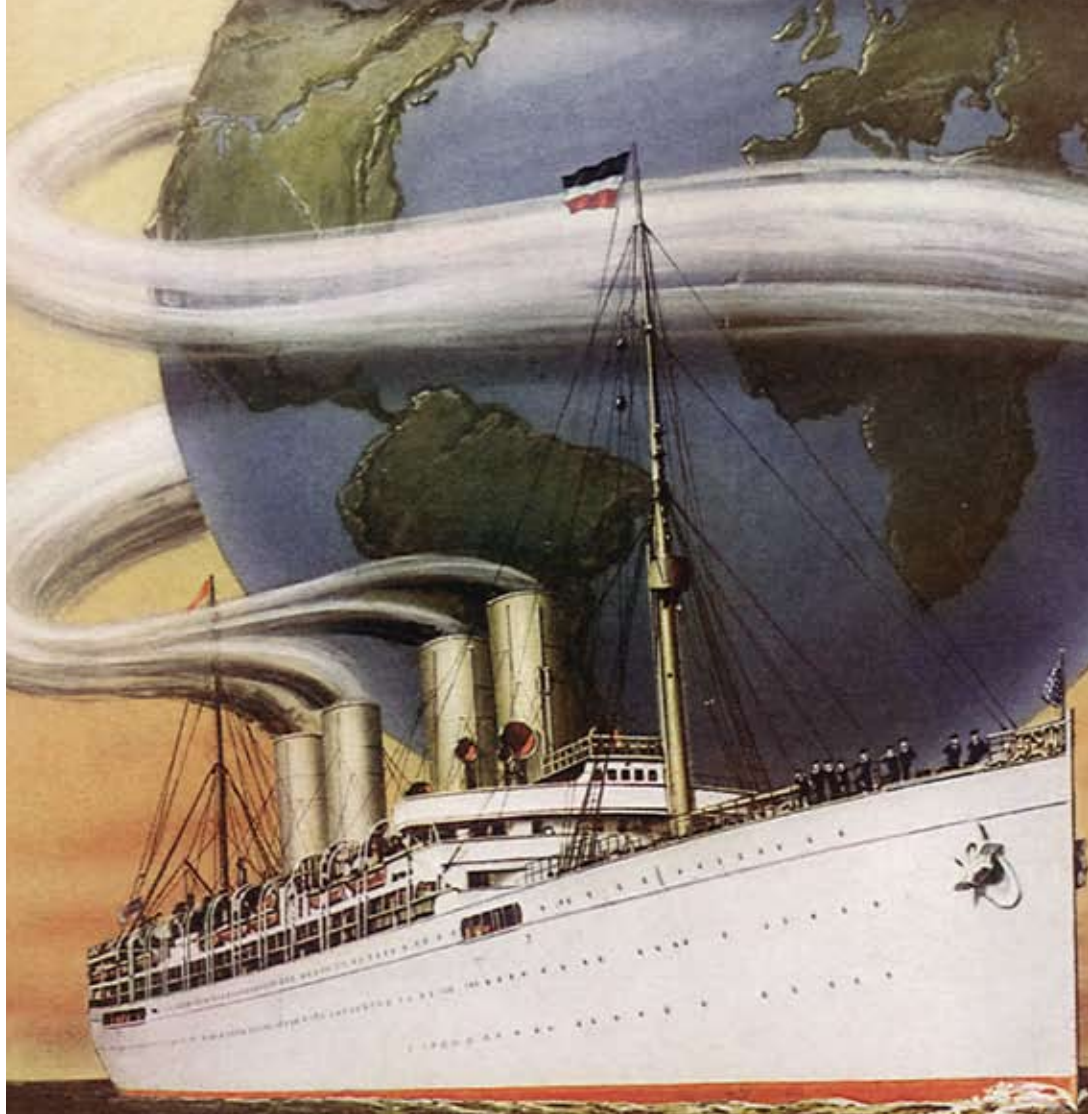
If you don't have a product or service and you are just thinking about starting a business, meet experienced entrepreneurs in the industries you are seeking to pursue. There is something for everyone at this year's VBOF!

Turning contacts into contracts is our goal. Holding steadfast to our mission for more than 30 years, the Virginia Minority Supplier Development Council is committed to facilitating business relationships between our corporate members and certified minority-owned businesses. Join us at VBOF to celebrate the nation's most talented entrepreneurs and corporate leaders.



ANCHORING THE PAST, CHARTING THE PRESENT AND LAUNCHING THE FUTURE

VBOF '08



VIRGINIA BUSINESS OPPORTUNITY FAIR • 2008

PLATINUM SPONSORS: NORTHROP GRUMMAN AND BAY ELECTRIC COMPANY, INC.

CONFERENCE AT A GLANCE

SUNDAY • MAY 4

12:00 p.m. Registration Golf Tournament Registration

1:30 p.m. Shot Gun Start Golden Horseshoe Golf Club
(Williamsburg, VA)
The Gold Course
www.goldenhorseshoegolf.com

2:00 p.m. - 4:00 p.m. Conference Registration
(Hampton Roads Convention Center)
www.thehrcc.com

12 noon - 11:00 p.m. Exhibitor Set-Up
(Hampton Roads Convention Center)

MONDAY • MAY 5

6:00 a.m. - 8:00 a.m. Exhibitor Set-Up

6:30 a.m. - 3:00 p.m. Conference Registration
(Closed for lunch 11:30-12:30)

6:30 a.m. - 8:30 a.m. Continental Breakfast

7:30 a.m. - 9:15 a.m. A View from the Top

9:00 a.m. - 3:00 p.m. Cyber Café Opens

9:15 a.m. - 9:30 a.m. Ribbon-Cutting Ceremony

9:30 a.m. - 4:00 p.m. Business Opportunity Fair
Industry Trade Show
Industries representing major corporations, government agencies, and minority-owned companies will promote their organizations to buyers and sellers.

10:00 a.m. - 11:30 a.m. SBA 8(a) Update
For current and prospective 8(a) companies

11:30 a.m. - 1:00 p.m. Industry Trade Show Luncheon

4:00 p.m. Exhibit Dismantling

7:00 p.m. - 10:00 p.m. MBEIC Reception:
(The Virginia Living Museum)
www.thevlm.org
Fun and relaxing evening featuring ethnic cuisine, complimentary libation, and cultural entertainment

CONFERENCE AT A GLANCE

TUESDAY • MAY 6

6:30 a.m. - 6:00 p.m. Conference Registration
(Closed for lunch 12:00-1:30)

6:30 a.m. - 9:00 a.m. Continental Breakfast

8:30 a.m. - 10:00 a.m. MBEIC Statewide Meeting

10:15 a.m. - 11:45 a.m. High Energy Workshops
Develop or enhance business skills that you can put into practice immediately

12:00 p.m. - 1:45 p.m. Match-Maker Luncheon
It's food for thought...and conversation with an inspirational keynote speaker

2:15 p.m. - 4:45 p.m. Special Appointments
Fifteen minute pre-scheduled meetings between corporate and government purchasing representatives and MBEs.

6:00 p.m. - Bells Chime Business Card Exchange Reception
Get ready for a lively evening; the pre-reception is definitely high energy

7:15 p.m. VBOF Banquet
Always the conference centerpiece

9:45 p.m. - 11:00 p.m. Hospitality Hour
End the evening with fun, dancing and your favorite nightcap



GENERAL INFORMATION

Please keep a copy for your records!

HOTEL RESERVATIONS

Official Conference Hotel:
Embassy Suites Hotel & Spa
1700 Coliseum Drive
Hampton, VA 23666
(757) 827-8200 or 1-800-362-2779

Mention "VBOF" before April 11, 2008 to receive the following special rates:
Single: \$129.00 Per Night
Double: \$129.00 Per Night

If reserving a room online please use the following link:
<http://embassysuites.hilton.com/en/es/groups/personalized/PHFCCES-VBO-20080504/index.jhtml>

NOTE: Unless prior notice is given to the hotel, rooms not claimed at check-in by midnight will be released with no further option to book rooms during any other evening of the conference. Late check-ins can be requested.

ADVERTISEMENT FOR SPONSORS ONLY

Ad Page / Dimensions

Full Page Ad Size:
7.5x10" Non-Bleed
8.75x11.25" bleed-note: trims down to 8.5x11" finished size

Artwork: must be supplied as a press-ready PDF (CMYK/ with marks). If you cannot submit a PDF, please provide CMYK TIFF files at a minimum of 300dpi at 100% size.
Submission: files that are less than 10MB can be emailed to cindy.dulin@vmsdc.org. Files that are larger than 10MB should be sent on CD ROM to Landis Productions 1223 Mall Drive, Suite B Richmond, VA 23235. Attn: VBOF 08

ALL ADS MUST BE RECEIVED NO LATER THAN March 3, 2008.

ONLINE REGISTRATION

You can register online at www.regonline.com/VBOF08. Online registration must be paid by credit card. Online registration will be available through April 11, 2008 only and will not be accepted after that date.

SPONSORSHIP INFORMATION

If you are interested in sponsoring, or need more information regarding sponsorship, please contact Cindy Dulin (336) 553-0234 or cindy.dulin@vmsdc.org.

Confirmation of sponsorship MUST be received by **March 3, 2008** to ensure full sponsorship benefits. MBE Sponsors remember to include a photo of company owner.

WHAT TO WEAR

Professional business attire is the standard dress code for VBOF 2008, with the exception of the following conference activities.

MBEIC Reception: Business Casual
VBOF Banquet: Black Tie Optional
Trade Fair Exhibition: Business Casual

DIRECTIONS & PARKING

Directions and parking information are included in the conference registration confirmation package on the website, www.vmsdc.org beginning January 2008.

SPECIAL APPOINTMENTS

These one-to-one appointments offer an opportunity for major corporations and VMSDC certified minority-owned companies and affiliates to discuss current or upcoming opportunities. Appointments are scheduled on a first-come, first-served basis with preference given to minority businesses that are conference sponsors. Special appointments will be held on Tuesday, May 6, 2008 from 2:15 p.m.-5:00 p.m.

EXHIBITOR INFORMATION

Tradeshow Location

Hampton Roads Convention Center
1610 Coliseum Drive
Hampton, VA 23666
(866) 484-4722 or www.thehrcc.com

Booth Information

Each booth is 10x10 with an 8' high back drape and 3' high side drapes and is equipped with 1 draped 6' table, 2 chairs 1 wastebasket and carpet. Each booth is carpeted. Each exhibitor is listed in the official directory. Three complimentary passes are available for personnel to staff the booth. For the exhibitor manual please visit www.vmsdc.org and click on VBOF, then exhibits. Drayage service and material handling are included.

Trade Show Schedule

Set-up: Sunday, May 4 12 noon – 11:00 p.m.
Monday, May 5 6:00 a.m.- 8:00 a.m.

Show: Monday, May 5, 2008
Day: Plenary Session 8:00 a.m. – 9:00 a.m.
Ribbon Cutting 9:15 a.m.
Tradeshow 9:30 a.m. – 4:00 p.m.

Exhibit Dismantling 4:00 p.m. – 7:00 p.m.

PAYMENT INFORMATION

Please make all checks payable to "VMSDC 2008." We accept MasterCard, Visa, American Express and Discover. **Payment in full must be sent with registration.** Registration forms not accompanied by payment will **not** be processed. Only VMSDC Corporate Members and VMSDC Certified MBEs may be invoiced upon request. ALL PAYMENTS must be received by the first day of the conference (May 4, 2008).

The **Early Registration Deadline is March 31, 2008.** After this date, higher rates will apply. NO invoicing after April 11, 2008.

CANCELLATION POLICY

REQUESTS FOR CANCELLATION must be made in writing and received by the Virginia Minority Supplier Development Council **no later than April 11, 2008** to qualify for a full refund. This applies to full conference and exhibit registrations. All cancellations are subject to a \$75 processing fee. No refunds will be made for cancellations postmarked after April 11, 2008.

Cancellation for conference sponsorships must be made in writing and received by the Virginia Minority Supplier Development Council, no later than March 1, 2008. No refund will be made for cancellations postmarked after March 1, 2008.

There is a \$25.00 fee for replacement name badges. There is no replacement for lost tickets (No Exceptions)!

SPECIAL NEEDS

Please let us know if you require special accommodations to fully participate. Attach a written description to the conference registration form. The facilities are in compliance with the provisions of the Americans with Disabilities Act (ADA) and the Fire Safety Act (FSA).

KEY CONTACTS

For specific questions about the conference, please refer to the following:

General & Registration Information
(804) 320-2100

Exhibit Information
Cindy Dulin (336) 553-0234

VMSDC Fax
(804) 320-3966

www.vmsdc.org
(see VBOF section)

